

Job Description: Teacher

The Oak Partnership Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership

Job Details

Reporting to: Head Teacher

Functional relationships include: Headteacher, school staff, pupils, parents, senior leadership team (SLT), TOP central team, local authority (LA), external agencies, volunteers.

Main purpose of role

- Prepare and teach lessons, ensuring that every child's learning and developmental needs are met, and that the classroom provides a warm, welcoming and supportive environment to the children and their families.
- To provide an inclusive learning environment for all.
- Support learners who need additional support in all broad areas of SEND need.
- Manage behaviour effectively to ensure a positive and safe learning environment.
- Liaise with the leadership team and to be responsible for all aspects of the class.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Undertake assessments and reviews, and to participate in and develop Education and Health Care Plans for individual children as appropriate and required.
- Work with relevant organisations and agencies to provide appropriate services to children.
- Contribute to the planning, development, monitoring and evaluation processes and requirements as requested.
- Develop and follow school policies (including Safeguarding and Child Protection Policy), maintain appropriate records and prepare reports as required. This will include registration and attendance.
- Act as a representative of the school at meetings relating to the individual needs of children and to the broader needs of the school.
- Be an active member of the staff team participating in training, attending regular supervision and annual appraisals with the line manager.
- Ensure compliance with all health and safety legislation and associated codes of practice and school policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a teacher will carry out. The post holder may be required to do other duties appropriate to level of the role, as directed by the head teacher or line manager. The job description may be amended at any time in consultation with the postholder.

Additional Duties and Responsibilities

- To read and have a thorough understanding of TOP's staff code of conduct.
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document.
- To undertake any duty or responsibility relevant to the Trust's needs as required and are commensurate with the grade.

- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- TOP is committed to safeguarding and promoting the welfare of children and young people. All staff working within TOP are expected to share this commitment. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's safeguarding and child protection procedures will be followed alongside implementation of the TOP disciplinary procedures.
- To be aware of and understand the TOP equality and equal opportunities, whistleblowing, ICT Acceptable Use, online safety, data protection and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy

If you are employed as a teacher on the UPS scale in addition to the above you are expected to:

- Regularly lead the development of others in a way that has a tangible impact on subject and curriculum knowledge and development;
- Role model high quality subject teaching and curriculum development;
- Take an active role in curriculum development across the school;
- Monitor progress in curriculum area and year groups;
- Use awareness of national and school assessment data to impact on teaching and learning of specific groups across the school;
- Support other colleagues to use assessment effectively;
- Make a substantial, sustained and significant contribution to the wider life and ethos of the school; This will be something tangible, contributing to the achievement of the school's strategic priorities, as captured within the School Improvement Plan.

Working relations and contacts

To develop and maintain working relationships with other professionals both internal and external.

Skills and qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of Interview for verification and production of these certificates forms part of the conditional offer checks and will be held on your personnel file.

Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed onto any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a (6 month if support staff/ 3 terms teachers) probation period. There may be circumstances when the probation period needs to be extended.

Person Specification

Job Title: Teacher

Criteria	Essential	Desirable	Measured By
Qualifications and experience	A qualified teacher.		Application form
	Passionate about teaching and learning		Application form
	An understanding of subjects within the national curriculum and the motivation to ensure that they have a secure subject knowledge of all that they teach.	Proven ability of core subject leadership	Application form
	A thorough understanding of a range of teaching strategies		Application form/ interview
	The ability to adapt teaching to ensure that children achieve curriculum end-points.		
	The ability to secure children's progress in line with curriculum expectations.		
	Deploy support staff effectively.		
Knowledge and skills	Experience of using a range of strategies to ensure pupils make progress over time.		Application form / interview
	Ability to manage behaviour effectively		Application form / interview
	Demonstrates high quality inclusive teaching		Application form / interview
	A desire to understand and overcome barriers that children face that can disadvantage them.		Application form / interview
	Able to analyse and use summative assessment data effectively to strategically inform teaching.		Application form / interview
	Able to build and maintain successful and purposeful relationships with colleagues		Application form / interview
	Have an organised and systematic approach		Application form / interview

	Uses IT to support and enhance learning.		Application form / interview
	Able to use IT to support their own professional duties.		Application form / interview
	Proven ability to prioritise workload		Application form / interview
	Committed to safeguarding the wellbeing of all children		Application form / interview
	Ability to write reports, keep accurate records and communicate effectively		Application form / interview
Personal qualities	Open-minded, self-evaluative and adaptable to changing circumstances and new ideas.		Application form / interview
	Able to evaluate own practice and has a desire to continually improve and refine their teaching		Application form / interview
	Able to establish rapport and respectful and trusting relationships with children, their families, carers and other adults		Application form / interview
	Have a strong belief in team work, including sharing expertise and experience, supporting colleagues and working with others to improve practice skills and knowledge		Application form / interview
	Maintain high standards of personal professional conduct at all times		Application form / interview
	Commitment to make a positive contribution to the wider life and ethos of the school		Application form / interview